



Scanning Options at the MSU Libraries

Michigan State University
LIBRARIES

The **Main Library and Gast Business Library** each have scanning services available. Service hours for each location are available at lib.msu.edu. If you have further questions ask at the nearest public service desk.

	BookScan Station	HP T1200 Large Format Scanner
Location	Main Library – 2 Locations Hollander MakeCentral (2West) Gast Business Library	Main Library MakeCentral, 2-West
Cost	5¢ per scan	\$1.00 per scan
NetID Required	No	No
Sheet Feed	Yes. Also “bookedge”.	Yes
Color	600 dpi 48bits input 24bits output	600 dpi optical and 2400 ppi (enhanced from three cameras)
Grayscale	300 ppi 16bits input 8bits output	600 dpi**
Black & White	Yes	Yes
Max. Scan size	11.8" x 17"	42" wide and 0.6" thick
FAX Available at scanner	Available at MakeCentral US & Canada: 50¢ per page International: \$1.00 per page	No
Output file types	PDF, Searchable PDF, JPG, TIFF, Word DOC	PDF, TIFF, JPG
Save to Options	Save to USB, Email & Google Docs	Save To USB

** Up to 600ppi available. Request assistance to change settings—file size much larger.

+ Flash drives are available for purchase at the Main Library Copy Center, 2-West.

You may also want to try: **MARS—the MSU Article Retrieval Service**

MARS is a free document delivery service for MSU faculty, staff, and students. This service provides scanned copies of non-electronic journal articles and individual book chapters that the MSU Libraries own to MSU faculty, staff, and graduate students for personal research. Documents will be made available through your library account.

To learn more, check out the MARS page: <http://www.lib.msu.edu/mars>

About Google Docs file size limits and storage capacity:

- Basic (student/staff/faculty) Google Docs account is limited to 5 Gb of free storage. (Paid Google Drive accounts offer additional storage capacity.)
- Files uploaded and converted to Google Documents — 2 mb file size limit.
- Spreadsheets uploaded and converted to Google Spreadsheet format — 20 mb file size limit.
- Drawings (Images), no specified file size limitation.
- Other files, anything uploaded and not converted to Google Docs, Sheets or Slides format can be up to 10 Gb in size, but will require additional storage capacity.